MELBOURNE GIRLS GRAMMAR
AN ANGLICAN SCHOOL

POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	**Facilities Tradesperson**
HOURS OF WORK	**Full Time 1.00FTE** Monday – Friday 7.00am – 3.00pm
SCHOOL	**Melbourne Girls Grammar** Senior School (Merton Hall Campus) 86 Anderson Street, South Yarra, 3141 Junior School (Morris Hall Campus) 100 Caroline Street, South Yarra, 3141 Early Learning Centre (Barbara Tolson Centre) 63 Clowes Street, South Yarra, 3141 Glenhope 466 Punt Road, South Yarra, 3141 This role requires regular travel between campuses.
FACULTY/DEPT	Facilities Team
REMUNERATION CLASSIFICATION	Melbourne Girls Grammar School Enterprise Agreement 2026
REPORTS TO	Facilities Manager and ultimately the Principal.
SUPERVISES	Nil
POSITION OBJECTIVE	To assist the Facilities Team in the planning and implementation of maintenance works for School facilities and grounds across all MGGS campuses. The Facilities Employee will carry out planned, preventative and reactive services as required, in a timely and efficient manner.
KEY ACCOUNTABILITIES	**KEY ACTIVITIES**
DAILY TASKS	• Attend catch ups with the Facilities Leading Hand, Head of Maintenance or Facilities Manager; • Take receipt of work requests to the Facilities team daily, weekly, and fortnightly ready for action; • Design and construct items for various purposes;

	• Assist in the receipt and installation of deliveries from suppliers when required; • Check machinery and equipment is maintained; • Provide direction and assistance to any nominated sub-contractor; • Assist with any spills and clean up when required; • Assist in the set up and pack down of school functions and parent association events as requested; • this requires a traffic management ticket - remove for now. • Action any work requests allocated for the day and sign off tasks accordingly (this includes any relating to your area of expertise); • Ensure environmental aesthetics and safety of all areas of the School are maintained at all times; • Ensure effective management of utilities by staff i.e. waste, recycling; • Monitor lighting, mechanical services and security within the built environment; • Clean and tidy workshop areas as per the daily maintenance checklist/schedule; • Efficiently and accurately prioritise tasks and seek assistance as required; • Maintain OH&S standards on campus and report any problems in this area to the Facilities Manager; • Other ad hoc maintenance tasks as directed by Facilities Manager.
PLANNED WORKS	• Attend to scheduled preventative maintenance or grounds tasks in keeping with term breaks where necessary; • Mow campus lawns and playing fields; • Maintain sports courts (synthetics); • Maintain all garden beds, pot plants and watering systems; • Ensure playground equipment and sandpits are maintained to comply with legislation; • Ensure all drainage pits and spouting is clear of debris; • Renovate ovals and gardens on an annual basis; • Develop landscape improvement plans for both campuses in conjunction with Facilities Manager; • Attend to Compliance Reporting and ensure documentation is up to date and accurate;

	• Conduct essential safety measure checks including workroom audits and correct storage of chemicals; • Assist in planned fire drills; • Attend to any other planned maintenance as directed by Facilities Manager.
OCCASIONAL TASKS	• Assist with pest control, as required and directed by the Facilities Manager; • Drive mini-bus in the absence or inability of another staff member (where licensed to do so); • Assist other Grounds and Facilities Staff where required; • Be available, or on call if necessary, in the absence of another staff member or the Facilities Manager; • Assist in the gathering of information for budgets and projects; • Provide advice/ information on the built environment; • Provide feedback on any service provider related issues; • Assist in out of hours activities from time to time if required.
COMMUNICATION	• Effectively communicate with the Facilities Team using preferred methods (e.g. e-mail, phone, face to face, notices); • Comply to preferred communication methods used to disseminate information to other MGGS staff, parents and students including eVI and email; • Communicate professionally and effectively with stakeholders including students, parents, MGGS Staff and external groups; • Maintain a positive and open work environment in which team work and initiative is exemplified; • Attend all staff meetings, as required.
POLICY	• Ensure all personal licenses, certificates and permits required to carry out the inherent requirements of the position are kept up to date and current; • Ensure all School policies are adhered to without exception, particularly in regard to the OH&S and Child Safety policies; • Notify and report any incident as soon as possible to the Facilities Manager, or in their absence the next relevant staff member and lodge a report in the online reporting system.
OTHER	• Wear the uniform provided by MGGS at all times and ensure it is presentable at the beginning of each shift;

	• Exercise caution when driving company vehicles, which are not to be used for personal use without authorisation from the Facilities Manager. • Any other duties as requested by the Facilities Manager or the Principal.
QUALIFICATIONS REQUIRED	• Relevant Trade Certificate (e.g. Carpentry, Electrical etc) but not essential. • Current full Australian Driver's License. • Current Victorian Employee Working with Children Check.
SKILLS / KNOWLEDGE REQUIRED	• A strong understanding of general construction or maintenance practice (previous experience in maintenance roles desirable); • A strong understanding of safe work practices, OH&S procedures and the ability to work according to OH&S guidelines; • Basic MS Office skills, specifically Word, Excel and Outlook; • Strong problem solving skills, attention to detail, accuracy and care; • Excellent organisational, planning and time-management skills; • Ability to work independently and as part of a team.
KEY COMPETENCIES	• Well-developed communication and inter-personal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders including officials; • Proactive and collaborative approach to problem solving; • Ability to exercise sensitivity and confidentiality in all dealings; • Ability to manage competing priorities and deliver on set outcomes in a timely and effective manner.
CHILD SAFETY REQUIREMENTS/OBLIGATIONS	• Must have experience working with children (as required). • Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety (as required). • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children. • Abide by all MGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGS Statement of Commitment to Child Safety.

	• Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies. • Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. • Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds
OTHER REQUIREMENTS	• High level of trust, integrity and work ethic. • Proactive, resilient and able to work productively. • Professional and diplomatic approach to work.
WORKING CONDITIONS	• This position requires physical labor and manual tasks, including but not limited to standing and walking for several hours at a time, lifting/carrying, pushing/pulling, reaching, bending, lifting, climbing ladders, climbing stairs and working in various weather conditions.
CHILD SAFETY	All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development. Employment with Melbourne Girls Grammar is subject to adherence to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below. **MGGS Statement of Commitment to Child Safety** • As MGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our Child Safety Policy. • We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and

	procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families. • We have specific policies, procedures and training in place that support our leadership team, staff

To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit https://www.mggs.vic.edu.au/